

**Internship Application**  
**Office of Congressman Mark S. Kirk**  
**U.S. House of Representatives**

**\*Note:** According to the Rules of the United States House of Representatives all applicants **MUST** be enrolled in an educational program that grants school credit to participants in internship programs. Applicants must be prepared to provide documentation of their enrollment in such a program.

**I: Contact Information:**

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Home Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

School Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email Address:

\_\_\_\_\_

Phone Number:

\_\_\_\_\_ (Home)

School Currently Attending:

\_\_\_\_\_

\_\_\_\_\_ (Work)

\_\_\_\_\_ (Cell)

Graduation Date: \_\_\_\_\_

Major: \_\_\_\_\_

**II: Position Specifications (some flexibility):**

**Availability:**

Please circle desired session:

Monday \_\_\_\_\_

I: January – May

Tuesday \_\_\_\_\_

II: May – July

Wednesday \_\_\_\_\_

III: July – September

Thursday \_\_\_\_\_

IV: September – January

Friday \_\_\_\_\_

**III: Additional Information:**

**Please attach with this application:**

1. A copy of your resume
2. A one-page cover letter which explains why you want to intern in Congressman Kirk's office. Also include information that is not on your resume that will help us with the selection process.
3. Two letters of recommendation

**Please email or fax this application to the appropriate office:**

**DC Office:**

Kristy Cole

Email: [kristy.cole@mail.house.gov](mailto:kristy.cole@mail.house.gov)

Fax: 202.225.0837

**Deerfield or Waukegan Office:**

Jeff Phillips

Email: [jeff.phillips@mail.house.gov](mailto:jeff.phillips@mail.house.gov)

Fax: 847.940.7143

**If you have any further questions, contact Kristy Cole at 202-225-4835.**

